

Seattle Public Utilities Department Policy and Procedure	Effective January 1, 2004 Supercedes SPU – DR – 02 – 03
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Approved: _____ Chuck Clarke, Director	

Purpose: To set fees for miscellaneous services provided by Seattle Public Utilities.

References: Seattle Municipal Code 21.04.100, 21.04.465, 3.02

Definitions: “Time and materials” means the cost of a service as calculated by Seattle Public Utilities, including labor, equipment, materials, applicable permit fees, pavement restoration, overhead costs and any similar costs incurred by SPU while performing the service.

“Normal Hours” means Monday through Friday from 7:30am to 4pm, excluding those holidays observed by the City of Seattle.

“Extended Hours” means Monday through Friday from 4pm to 9pm from April through October, excluding those holidays observed by the City of Seattle.

“After Hours” means any time other than normal hours or extended hours.

1. New Service Installation

<u>Domestic</u>	<u>Fee</u>
3/4"	\$2,010
1"	\$2,400
1 1/2"	\$4,600
2"	\$5,380
3" CT	\$23,460
4" CT	\$23,420
6" CT	\$28,730

*Note: If ¾" - 2" new service is being installed with developer water main, see page 11.

Combination Fire/Domestic Services

4"	\$30,030
6"	\$36,080
8"	Time and Materials, deposit \$50,000

Fire Services

2" DC	\$5,190
4"	\$16,010
6"	\$16,930
8"	\$20,710

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- All required City, County, and/or State, and other permits and fees are in addition to the standard charges listed above. Current permit fees are shown below for reference:
 - In unincorporated King County: add 80 permit fee plus \$116/hr County inspection fee.
 - In Shoreline: add permit and inspection fee of \$122/hr
 - In Lake Forest Park: add \$200 permit and inspection fee
 - Within Seattle City Limits: 3" or larger meters - add \$165 street use permit fee.
- For 3/4" and 1" services installed in conjunction with new water main construction, if ordered 30 days prior to estimated start of construction: \$190 reduction from standard charges.
- For 2" and smaller domestic services installed concurrently with fire services in a common trench: 3/4" or 1" - \$300 reduction from standard charge. 1 1/2" or 2" - \$500 reduction from standard charge.
- For 10" and larger services (all types) – time and materials.
- All services requiring installation in casings - standard charge plus casing bid price.
- Properties with two abutting mains: service installed at standard charge when main to be tapped is selected by Seattle Public Utilities (SPU). Time and materials if installation is otherwise.
- Time and materials, but not less than the applicable standard charge, for all purveyor services, for all services tapped on transmission mains or for special circumstances as determined by the Director of Seattle Public Utilities (SPU), or designee.
- All large domestic, or combination fire and domestic services, are subject to time and materials, dependent on concrete panel replacement.
- Isolation valve, if required:
 - a. 8" Isolation valve - \$ 9,280
 - b. 10" Isolation valve - \$10,480
 - c. 12" Isolation valve - \$10,100
 - d. 16" or larger - Time and materials, deposit \$18,000
- Ring and Cover Casting, if required
 - a. For new or existing 3/4", 1" and all fire service: \$245 additional
 - b. For new or existing 1 1/2" or 2" domestic services: \$75 additional
- Automated Meter Reading equipment, if required by meter installation standards:
 - a. 2" or smaller meter: \$156 additional
 - b. 3" or larger, single register (fire service) \$182 additional
 - c. 3" or larger, two register (domestic or combo) \$307 additional
 - d. 3" or larger, 2 register, with fire service \$432 additional
in the same chamber

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2. Service Size Increase

- a. To increase service size of existing 2" and smaller service in the same location (within 30" of existing service) at customer request - applicable new service installation charge will be made (see Page 1). No charge for meter removal or retirement will be made. Subject to limitations established by Director of SPU, or designee.

EXCEPTION: To renew and increase 1/2" or 3/4" steel service to 1" copper service in same location (within 30" of existing service) at customer request - \$155

- b. Size increase request at a location exceeding 30" from existing service will be subject to a new service installation charge and service retirement charges for the existing service.

3. Service Size Reduction within 30" of existing service.

- a. 2" and under - when reduced to smaller size - \$175
- b. All other sizes – time and materials

4. Meter Test (At request of customer)

Charge will be waived if tested meter is found to be over-registering.

Tests Conducted at the Meter Shop:

- a. Meter Shop test of 1" or smaller meter: \$ 92
- b. Meter Shop test of 1 1/2" meter: \$280
- c. Meter Shop test of 2" meter: \$358
- d. Larger than 2" meter: Time and materials - deposit \$400

Field Testing of 1" or Smaller Meters - \$33

Field Testing Retail Service Meters Outside Seattle Direct Service Area - \$358

5. Meter Removal

- a. 3/4" or 1" meter: \$ 52
- b. 1 1/2" or 2" meter: \$ 83
- c. 3" to 8" meter: \$737
- d. Larger than 8" meter: Time and materials - deposit \$750
- e. Removal of illegal jumper: \$ 52

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6. **Service Retirement** - Abandonment with or without meter removal. This charge also applies to a customer requested service transfer from one abutting water main to another, not related to new water main construction.

- | | |
|--|---------|
| a. 1" and smaller: | \$1,100 |
| b. 1 1/2" and 2": | \$1,300 |
| c. 3" and larger: Time and Materials - deposit | \$1,600 |

7. **Meter Reset**

For meter resets following customer-requested removals:

- | | |
|---|-------|
| a. 3/4" meter | \$ 81 |
| b. 1" meter: | \$120 |
| c. 1 1/2" meter : | \$217 |
| d. 2" meter: | \$300 |
| e. 3" or larger meter: Time and materials–deposit | \$700 |
| f. Install Temporary Service Jumper | |
| - 2" and smaller: | \$ 72 |
| - 3" and larger: Time and materials – deposit | \$700 |

For meter resets following credit-related removals:

- | | <u>Normal Hours</u> | <u>All Other Times</u> |
|---|---------------------|------------------------|
| a. 3/4" or 1" meter: | \$ 51 | \$140 |
| b. 1 1/2" or 2" meter: | \$ 55 | \$140 |
| c. 3" or larger meter: Time and materials – deposit | \$700 | \$700 |
| d. Install Temporary Service Jumper | | |
| • 2" and smaller: | \$ 72 | |
| • 3" and larger: Time and materials – deposit | \$700 | |

NOTE: If reduction in size occurs at time of reset, then charge reduction fee only.

8. **Special Field Trips**

- a. Meter Shut-Off or Turn-On Charge - Including Fire Services. Charges are for each trip.

- | | <u>Normal Hours</u> | <u>Extended Hours</u> | <u>After Hours</u> |
|---------------------|---------------------|-----------------------|--------------------|
| 1. 3/4 - 2" meter - | \$ 32 | \$ 79 | \$135 |
| 2. 3" & larger - | \$119 | \$170 | \$170 |

- This charge may be suspended in special circumstances as determined by the Director of SPU or designee.
- No charge for the first trip for a credit related turn-on during SPU normal business hours. Second and subsequent trips - subject to applicable standard charge above.

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b. Investigate On-Property Loss of Water

1. When loss of water is caused by actions taken on-property - Same charge as for meter turn-ons and shut-offs, above.
2. When investigating leaks on-property when the City water service line is intact - Same charge as for meter turn-ons and shut-offs, above.

c. Inspection Services: Re-inspection required because the requesting customer is not ready for inspection by deadline or stated date - \$50

d. Special Meter Read

1. For Actual Readings meters of all sizes ordered in connection with property ownership or occupancy changes - \$51
2. For Obstructed Meter Readings - \$56

e. Adjust buried, obstructed or low meter boxes or valve boxes caused by customer installed landscaping or resurfacing (¾" to 2" meters) - \$287

f. Trim customer-installed vegetation obstructing meter boxes or fire hydrants - \$62

9. Statement of Combined Utility Account

- a. For request by customer for billing system screen-print statement of account activity for each 12 month period - \$5
- b. For request by customer for formal statement of account activity, for each account number per 12-month period - \$32
- c. For request by another utility for water consumption information to be used for billing the retail services of that utility - \$1.43 per account for information covering any period of 12 months or less.

10. Process Returned Check or Draft - Includes checks returned for non-sufficient funds or other reasons which prevent processing - \$25

11. Collection Charges

- a. Late Payment Charge. Past due balances may be subject to a late payment charge that will include one or both of the following charges:
 - 1) Collection Notice Charge: \$10 for active account Urgent or Shutoff Notice, or closed account Final Notice.
 - 2) Delinquent Interest Charge: Monthly interest at the legal rate on past due balances.

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- b. Credit field visit in same bill period - \$26
- c. Service shut off charge for non-payment - \$32

12. Duplicate Bill Preparation

For all duplicate bills produced at customer request after original bill was produced - \$5

13. Delayed Final Customer Billing - For request for final customer bill when notification is received more than 45 days after final bill date - \$23

14. Acquisition of Hydraulic Flow Data

- a. Where records are available for fire protection grading purposes - No charge
- b. SPU measures hydrant flow, flushes main, and prepares flow test report - \$860
- c. Contractor measures hydrant flow with SPU assistance, SPU flushes main and reviews flow test results prepared by contractor - \$580
- d. Performance of hydraulic analysis and report to determine best alternative to meet or exceed fire flow requirements. Time and materials with \$2,000 deposit.
- e. Preparation of Hydraulic Modeling Simulation Report, when a flow test is not feasible, during a declared water emergency, or when a calibrated hydraulic model is available - \$200

15. Non-Firefighting Hydrant Use Permit

- a. Permit fee: \$20
- b. Charge for water use:
 - 1. If water use is less than 8,000 gallons per day:
 - i. \$29 per day September 16 - May 15
 - ii. \$36 per day May 16 - September 15
 - 2. For water use above 8,000 gallons per day, a hydrant meter is required and commercial rates are charged.
 - 3. During a declared water emergency, any hydrant permit users allowed to continue their permits will be charged at established surcharge commercial rate, if any.
- c. Billing fee: \$51 for billing made by SPU for payment subsequent to hydrant permit use.

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- d. Hydrant valve: \$300 deposit for use of SPU supplied valve. Deposit refunded upon return of valve in same-as-issued condition.
- e. Hydrant meter: \$300 deposit for 2" hydrant meter. Deposit refunded after removal of meter by SPU.

Installation and removal: \$58 each

Water use charged at the commercial rate or surcharge commercial rate if during a declared water emergency.

16. Hydrant Reset - Set hydrant back or move closer to water main, where no re-tapping of main is required.

- a. Inside Seattle City Limits - \$3,090 (includes street use permit fee of \$165)
- b. Outside Seattle City Limits - \$2,925, plus any of the following additional charges that may be required:
 - 1. quick connect adapter - \$185
 - 2. any city or County permitting, plan review or inspection fees.

17. Hydrant Relocation - Remove existing hydrant and move to new location, new tap on main required.

- a. Inside Seattle City Limits - \$11,420 (includes street use permit fee of \$165)
- b. Outside Seattle City Limits - \$11,255, plus any of the following additional charges that may be required:
 - 1. quick connect adapter - \$185
 - 2. any city or County permitting, plan review or inspection fees.

18. Install New Hydrant on Existing Water Main

- a. Inside Seattle City Limits - \$9,580 (includes street use permit fee of \$165)
- b. Outside Seattle City Limits - \$9,415, plus:
 - 1. quick connect adapter - \$185
 - 2. any city or County permitting, plan review or inspection fees.
- c. For new hydrants requiring supply lines in excess of 10 feet in length, the charge will be the greater of:
 - 1. The applicable standard charge listed under (a) or (b) above; or,
 - 2. Time and materials.

19. Install Vertical Extension on Existing Hydrant

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- a. Inside Seattle City Limits - \$785 (includes street use permit fee of \$165)
- b. Outside Seattle City Limits - \$620 plus any city or county permitting, plan review or inspection fees.

20. Access Along or Crossing Transmission Right-Of-Way

- a. Gate Opening
 - 1. Minimum - \$75
 - 2. Charge may be in excess of the minimum depending upon the circumstances of opening.
- b. Pipeline Crossing – Time and materials for employees and equipment stationed to protect the pipeline during crossing

21. Additional Services Which Are Billed As Time and Materials

- a. Relocation of Meter and Box - Limited to a lateral move of 30" - deposit amount to be determined upon order.
- b. Service Damage - For repair of damaged curb stop or meter setter, tailrun, etc. - \$150 minimum.
- c. Water main Cut and Cap - For cut, cap and block of existing water main - deposit amount to be determined upon order.
- d. Design and/or Install Pressure Reducer
 - 1. SPU Design: Time and materials - \$8,200 deposit
 - 2. Installation (by SPU): Time and materials.
 - f. 4" PR (2" Bypass) \$31,000 deposit
 - ii. 6" PR (2" Bypass) \$33,000 deposit
 - iii. 8" PR (4" Bypass) \$41,000 deposit

The deposit amounts listed above are the expected project costs, and do not include the cost of street repair. Street repair costs will be borne by the developer.
- e. Work Outside Normal Business Hours - All work performed outside of SPU normal business hours due to customer request, or due to customer water supply concerns, will be charged at an overtime rate.
- f. State DOT Right-Of-Way - When any work is to be performed in a SDOT right-of-way which necessitates a Letter of Justification - \$600 deposit required for application to SDOT by SPU.
- g. Installation Plans - Water meter and fire hydrant installation plans may be prepared by SPU at the developer's expense. The cost to prepare the plans depends primarily on the availability of as-built information and the number and complexity of the existing utilities. An advance deposit of \$360 is required from the customer before design work begins.

DEVELOPER PROJECTS

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NOTE: Charges paid more than 12 months in advance of work performed will be recharged at current years rate.

22. Water Main Connection - For cut-in tee connection to charged water mains, SPU furnishes sleeve(s) to connect new tee into existing main. For wet tap connection, SPU furnishes tapping sleeve and tapping valve. Contractor furnishes all other materials, tees, valves, valve boxes and lids, fittings, sleeves, excavation, backfill, compaction and restoration. SPU performs shutdown and draining of existing mains, connection of new main, and restoration of service - \$3,420 per connection.

23. Water Quality Inspection, Sample Collection and Bacteriological Testing

- a. \$468 for first 500 feet;
- b. \$343 for each additional 500 feet thereafter.

24. Design Review, Plan Approval, Administration and Acceptance of Main

- a. \$1,225 per water main project.
- b. CD-ROM containing GIS data of water system infrastructure associated with the water main project. - \$186

25. Easement Acquisition

- a. For preparation, recording, accepting and filing of the easement instrument - \$2,310

26. Construction Inspection

- a. Rate includes travel to and from job site
 - 1. 0 – 350 lineal feet - \$4,670
 - 2. 351 – 700 lineal feet - \$5,760
 - 3. 701 - 1,050 lineal feet - \$8,410
 - 4. over 1,050 lineal feet - Requires Special Estimate (time and materials, \$78/hr)
- b. Time and materials will be charged for re-inspection caused by contractor.

27. Compaction Tests - Required when contractor uses native or imported backfill instead of control density fill - \$350

28. New Service Installation (Developer) - Standard Charges will be reduced for new service installation (3/4"- 2" domestic) in conjunction with developer installed watermain. None of the discounts for non-developer service installations listed in Section 1 apply to the developer fees listed below.

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- a. The following conditions must be met:
 1. Property is within the direct service area of Seattle's water utility; and,
 2. Developer is installing a water main to serve the property; and,
 3. The Developer will open trench and backfill, and complete all street/sidewalk paving restoration

NOTE: If above conditions are not satisfactorily met, Developer will pay SPU on a time and materials basis for completion of work.
- b. Charges for new service installations meeting the conditions in (a) are:
 1. 3/4" Domestic \$ 875
 2. 1" Domestic \$ 930
 3. 1 1/2" Domestic \$2,110
 4. 2" Domestic \$2,405

29. CROSS-CONNECTION CONTROL PROGRAM

- a. Charge for mailing reminder letters to customers who do not provide acceptable proof of satisfactory performance test of their backflow preventers within 30 days of receiving original notification, or to customers who have not installed backflow preventers as required - \$25 for each backflow preventer.
- b. Hanging shut-off notices - \$48
- c. Shut-off & turn-on – Applicable standard charge for Special Field Trip as specified in Section 8a.

LABORATORY ANALYSIS

All laboratory analyses will be conducted at the discretion of the Director of Water Quality and Supply on the basis of time availability. Prices reflect the cost for routine analyses with standard reporting and turnaround times. The price for analyses not included in this list will be based on the cost for labor, equipment, material and overhead, as determined by the Director of Water Quality and Supply.

30. Bacteriological Analysis

	Per Analysis
a. Total Coliform (MF) in drinking water	\$18
b. Total Coliform (MF) in surface water	\$27
c. Total Coliform (MPN)	\$27
d. Total Coliform/E. Coli (MMO/MUG; P/A)	\$18
e. Total Coliform/E. Coli (MMO/MUG; MPN)	\$18
f. Coliform verification; including Fecal Coliform/E. Coli (EC/MUG)*	\$22
g. Fecal Coliform (MF)	\$18
h. Fecal Strep (MF)	\$18
i. Enteric culture identification (API)	\$102
j. Heterotropic plate count	\$21
k. Pseudomonas (MF)	\$22
l. Biolog	\$96

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*This test is performed on drinking water samples that test positive for Total Coliform by the membrane filtration method. It is used to verify the presence of Total Coliform and at the same time test for Fecal Coliform and E. Coli.

31. Chemical Analysis	Per Analysis
a. Metals	
1. Metals by Flame AA and Flame Emission	\$18 per element
2. Metals by Graphite Furnace AA	\$28 per element
3. Digestion for non-drinking water samples	\$18 per sample
b. Titrations	
1. Alkalinity	\$8
2. Calcium	\$8
3. Hardness	\$8
c. Organics	
1. Total Trihalomethanes (TTHMs)	\$78
2. Total Organic Carbon (TOC)	\$30
3. Haloacetic Acids (HAAs)	\$141
4. Dissolved Organic Carbon (DOC)	\$38
d. Other Procedures	
1. Color	\$5
2. Copper (comparator, colorimetric)	\$5
3. Fluoride (potentiometric)	\$8
4. Iron (colorimetric comparator)	\$5
5. pH, potentiometric	\$5
6. Specific conductance	\$5
7. Turbidity	\$5
8. Chlorine Residual, colorimetric	\$5
9. Chlorine Demand	
i. Single contact time at the requested temperature, pH, and Cl ₂ dosage	\$41
ii. For each additional contact time, temperature, pH or Cl ₂ dosage on the same water source.	\$13
10. Seepage (minimum - or sum of parameters tested)	\$36
11. UVA	\$8

32. Limnological Analysis	Per Sample
a. Algal biovolume and identification to genus	\$41
b. Flavor Profile Analysis (FPA) and Flavor Rating Assessment (FRA)	\$43